

19 April 1962

**OCR/OBI Implementation of DCID 1/7**  
**re Release of Information to Non-USIB,**  
**U. S. Government, NIS-Supporting Components**

**A. Background**

1. DCID 1/7, para. 1 allows one USIB intelligence component to reproduce intelligence documents originally issued by another and to disclose the information therein to a third USIB intelligence component, unless the original document was specifically controlled.

2. USIB-D-39.5/12, 3 Nov 61, para. 8.d. (approved by the USIB as reflected in USIB-M-201, 21 Feb 62, item 5) establishes that non-USIB U.S. Government components such as those contributing to the NIS, are not to be considered as contractors when fulfilling an intelligence support role, and may be treated as members of the Intelligence Community pursuant to footnote No. 2, NSCID No. 1 (New Series).

3. Effective 21 August 1962, new control markings will be applied to intelligence and intelligence information; these controls will apply to oral and visual disclosures of information in addition to document distribution. Among those old markings superseded is the control LIMITED, which was pre-printed on all [REDACTED] formats, thus precluding release of these report series to non-USIB NIS-contributing agencies, unless document-by-document clearances were obtained; documents bearing, on an ad hoc basis, the LIMITED control stamp produced by other intelligence components were likewise not releasable without individual clearances. Foreign Service communications, with or without control markings, were not releasable to contractors, but the Department of State did not consider non-USIB NIS-contributing U.S. Government components as contractors, hence distribution of Foreign Service communications to them was and is possible unless specifically excepted.

4. After 21 August 1962 the stamp CONTROLLED DISSEM will replace LIMITED. This stamp prohibits release to contractors but allows for release to U. S. Government components directly participating in the production of national intelligence, unless Restricted Data, FBI information or other specifically controlled information is included. However, the new DCID policy is not retroactive: it does not abrogate the control markings applied to documents

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produced prior to 21 August 1962 under the authority of the old DCID 11/2. Documents on file bearing the old LIMITED control must be individually cleared prior to release to non-USIB NIS-producing agencies.

## **B. Implementation Procedures**

### **General**

1. Liaison Staff (LS) is the central control component for non-USIB personnel and requests. Upon initial contact, LS will obtain and annually renew upon OBI request, security clearances, and introduce the individual to the appropriate OCR divisions; followup division contact can be direct. All written requests for Intellofax runs will be levied via LS and documents requested therefrom will likewise be forwarded via LS; similarly all document reproductions resulting from direct contact with OCR divisions will be forwarded via LS.

2. The Assistant Director/Central Reference (AD/CR) will obtain approval for exception to present control procedures to allow one or two specifically identified people in each of the NIS-producing non-USIB agencies to screen for project relevance the old CIA/OO-produced LIMITED documents, or other agencies' controlled material as approved by the producing components. Precedent for this procedure exists within CIA in arrangements made several years ago between OO and OCR, with DD/I approval, for releases to USIA's intelligence component; approval from non-CIA components will be arranged bilaterally. The "screeners" may review Agency files (except as noted in the specific OCR Division's procedural outlines below) plus the Intellofax output for relevant documents. Requests for release of controlled documents will be initiated by Liaison Staff upon request from the screeners.

3. Note-taking directly from OCR classified but cleared files is authorized; reproduction from documents held in the Biographic and Industrial Registers is not authorized except in unusual urgent cases. All requests for document reproduction will be levied on the CIA Library (see para. 4 below), with the resultant reproductions transmitted via Liaison Staff.

### **Specific**

#### **4. CIA Library**

a. Intellofax Run Requests when written will be levied via Liaison Staff with appropriate clearances established; direct consultation between the Intellofax Reference Group (located on the Mezzanine, West end of the Reading Room) and

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the non-USIB analyst is strongly advocated to ensure the highest degree of retrieval relevance, particularly in the event of complicated runs. Tapes will exclude all TOP SECRET, CIA Internal Use Only, [REDACTED] Warning Notice - Sensitive Source, and FBI citations; other citations may involve controlled documents that may not be releasable (after ad hoc clearance requests are made) -- this point should be understood by the analyst to avoid any possible irritation or embarrassment. Tapes will be forwarded to the requester by Liaison Staff. Document requests resulting from a tape run will conform with instructions issued by Liaison Staff on 28 February 1962 until new procedures, designed to minimize administrative burdens on the part of the requester (within the context of division capabilities), can be implemented. 25X1A

N.B. When the new Document Abstract Recorder Equipment (DARE) system is implemented, the Intellofax product will include both a tape (for present IBM index cards) and a booklet of first page prints (the DARE output). The tape can be handled as outlined above; the booklet must have controlled reports batched separately for screening at CIA Headquarters. The tape is considered a list of bibliographic citations; the DARE product contains substantive information and will include controlled material.7

b. Classified Document Requests other than those resulting from an Intellofax run may be levied in person directly on the Library (provided clearances have been received from LS), or in writing via Liaison Staff; the latter procedure is preferred. A temporary multiple request form available from LS may be used to obviate typing individual Form 1395s. Routine document reproduction will take 10-14 days, as it does for any other USIB customer. In person requests should be levied on the Inter-Agency Section (IAS) in Room 1H1129 rather than directly on the Document File Unit; documents subsequently reproduced will be transmitted and cleared, if necessary, by Liaison Staff.

c. Microfilm Viewing: requests will, again, be levied only on IAS, which will screen the aperture card(s), then release them to the requester if no controlled documents are involved or, after 21 August 1962, if the CONTROLLED DISSEM stamp appears but the document is not otherwise precluded from release to NIS non-USIB components. N.B. The cleared screeners, who will be known to IAS, may view cards other than those bearing controls noted in para. 4.a. above.7 If controls precluding release on old or new material are involved, IAS will so inform the requester, and if desired by him, contact Chief/Editorial Division, OBI, for screening for subsequent release request.

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d. Open Literature Requests: should first be levied on the requester's own library. If the required publication is not a part of their collection, a request may be levied on the CIA Library through established inter-library loan channels. If CIA does not have the publication, but knows that the Library of Congress or some other collection does, it will so inform the requester.

5. Industrial Register (IR)

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a. LIMITED [redacted] reports and other controlled documents are interfiled in IR's [redacted] but CIA Internal Use Only material is filed separately. The interfiling arrangement means that the non-USIB analyst may not review [redacted] until they have been screened. This function may be performed by the cleared "screeners" referred to in para. B.2. above, assuming Community sanction of the proposal discussed therein, but, for all practical purposes, this means that there is little to be gained by granting direct access to IR files to the non-USIB analyst himself; this is particularly true in the Near East/Far East/Africa Branch (ironically the Branch which gets the largest NIS play) because [redacted] reports constitute the bulk of the files. However, discussion between non-USIB and IR analysts may result in useful guidance hence direct contact is authorized.

b. Visitors should report to the Support Staff, Room 1G34 for discussion of their interests and referral to the appropriate analyst. The "screeners" will have material brought to them, as is done for all USIB customers.

6. Graphics Register (GR)

a. GR photographic files pose no special control problem. Visits should be arranged initially via Liaison Staff to establish clearances but subsequently may be direct. Routine print production will run two weeks; prints will be forwarded via Liaison Staff.

b. Visitors should report to the photographic file room 1E4805 to view file holdings or request prints.

7. Biographic Register (BR)

a. CIA Internal Use only and other controlled documents are interfiled in the several hundred thousand personality dossiers; separation of this material is not feasible, hence direct non-USIB analyst access to files is not possible. The approved "screeners" may review the files after BR analysts remove CIA Internal Use and occasional TOP SECRET material, as is now done for USIB visitors.

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b. NIS interests (other than the Key Personalities sections done by BR itself) are generally not in the people themselves but in the substantive political or other such information or leads that might be in the dossiers. BR analysts cannot screen for this substantive interest.

c. The BR organization files include both classified and open source documents, except for the Chinese Communist material which is interfiled. Direct access to the open literature material by a non-USIB analyst is authorized. It should be noted, however, that the bulk of the organization files are of scientific and technical institutes, not organizations in the broader sense.

d. Visitors should report to the Office of the Chief, Room 1H66 from which they will be escorted to the appropriate analyst.

#### 8. Document Division (DD)

a. The DD-produced Intelligence Publications Index (IPI), the only extant comprehensive index to U.S. [REDACTED] finished intelligence, has been made available to the NIS-supporting agencies via Liaison Staff with the understanding that certain publications listed therein may not be releasable.

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b. The USIB-sponsored Intelligence Subject Code (ISC), produced by DD, likewise has been made available via Liaison Staff and has proved useful in requesting Intellofax runs, although the personal approach is preferred by the Library.

#### Summary

Every effort will be made to provide service to the non-USIB requester in his intelligence support role consistent with existing security caveats, operating capability and good judgment. Certain restrictions, such as those carrying over under previous legislation, are perhaps frustrating but are required. Certainly efforts can and will be made to de-control or change controls on the old material as individual report clearances are obtained, such that repetitive clearances of the same material for different NIS analysts, may be avoided. In some cases this will be possible; in others, not.

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UNCLASSIFIED		CONFIDENTIAL	
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	Chief BR		
2	[REDACTED]		
3	[REDACTED]		
4	[REDACTED]		
5	Barbara Reife		
6	[REDACTED]		
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
Remarks:			
<p>As approved by AD/CR and AD/BI</p> <p>Approval of "screeners" scheme received from AD/O,</p> <p>Chief [REDACTED] ACSI, AF CIN, ONI and (informally)</p> <p>from State.</p>			
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FROM: NAME, ADDRESS AND PHONE NO.			DATE
[REDACTED]			26 Apr
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